

KENTUCKY EARLY INTERVENTION SYSTEM

TRAINING MEMO

TO: POE Managers, DCES, Service Coordinators and Clerical Staff
FROM: Tammie Isenberg, Assistant Part C Coordinator/Training Coordinator
DATE: July 1, 2016
RE: Training Requirements for the 2016-2018 Contract

A highly skilled, flexible and motivated workforce in KEIS is necessary to achieve the best outcomes for the children that we serve and to ensure our future growth. This Training Policy outlines the processes in place to support ongoing professional development at the POE and the supports provided by the State Lead Agency staff.

Each POE individual staff members' training requirements, as specified in the POE contract, will be reviewed by the POE manager during personnel performance reviews.

All new employees will receive an effective induction to KEIS. This will include an introduction to the policy and procedures and their role in Kentucky's Early Intervention System. New employees are expected to learn the policies and procedures in depth during the probationary period of employment. Accuracy in implementation of policies and procedures should be considered as part of the basis for successful completion of probation.

Before any training activity, POE staff will be briefed on the purpose of the training and expectations for applying the new skills and knowledge to the job.

Effective July 1, 2016 the following trainings will be required:

POE Managers

Managers hired between 7/1/16 - 6/30/2017 must complete the following trainings:

- Within thirty (30) days of the contract start date the manager must complete the following:
 1. KEIS online data management system (TOTS)
 2. Provider Matrix
 3. Record Keeping and Confidentiality 2016-2018
 4. Routines-Based Interview (online and Face-to-Face)
 5. Principles of Child Development
 6. KEIS Policy Manual Training
- A minimum of six (6) hours of training relating to the management role (leadership, management, supervision, organization, etc.) as approved by the State Lead Agency. This training is to be taken between 7/1/2017 and 6/30/2018.
- Any training required by the State Lead Agency pertaining to the implementation of new regulations and procedures or subsequent changes to procedures.
 - Required trainings include but are not limited to:
 - Completing the Paperwork! Forms Training

Managers hired between 7/1/17 - 6/30/2018 must complete the following trainings:

- Within thirty (30) days of the contract start date the manager must complete the following:
 1. KEIS online data management system (TOTS)
 2. Provider Matrix
 3. Record Keeping and Confidentiality 2016-2018
 4. Routines-Based Interview (online and Face-to-Face)

5. Principles of Child Development
6. KEIS Policy Manual Training
- Any training required by the State Lead Agency pertaining to the implementation of new regulations and procedures or subsequent changes to procedures.
 - Required trainings include but are not limited to:
 - Completing the Paperwork! Forms Training

Managers hired prior to 7/1/16 must complete the following trainings:

- Within thirty (30) days of the contract start date the manager must complete the following:
 - Record Keeping and Confidentiality 2016-2018
- A minimum of six (6) hours of training relating to the management role (leadership, management, supervision, organization, etc.) as approved by the State Lead Agency. This training is to be taken between 7/1/2016 and 6/30/2017.
- A minimum of six (6) hours of training relating to the management role (leadership, management, supervision, organization, etc.) as approved by the State Lead Agency. This training is to be taken between 7/1/2017 and 6/30/2018.
- Any training required by the State Lead Agency pertaining to the implementation of new regulations and procedures or subsequent changes to procedures.

District Child Evaluation Specialist

DCES hired between 7/1/2016 – 6/30/2017 must complete the following trainings:

- Within thirty (30) days of the contract start date the DCES must complete the following:
 1. KEIS online data management system (TOTS)
 2. Provider Matrix
 3. Record Keeping and Confidentiality 2016-2018
 4. Assessment training on at least one (1) of the three (3) Cabinet-approved criterion-referenced assessment instruments (HELP, AEPS, Carolina).
 5. Ages and Stages III and Ages and Stages Social: Emotional
 6. Principles of Child Development
 7. KEIS Policy Manual Training
- Within ninety (90) days of the contract start date the DCES must complete the following:
 1. Bayley Scales of Infant Development III
 2. Screening Tool for Autism in Toddlers & Young Children (STAT)
 3. The Autism Diagnostic Observation Schedule (ADOS)
 4. Record Review On-Site Training
- A minimum of six (6) hours of training related to the DCES role regarding evaluation and assessment practices (including IDEA child and family outcomes trainings) as approved by the State Lead Agency. This training is to be taken between 7/1/2017 and 6/30/2018.
- Any training required by the State Lead Agency pertaining to the implementation of new regulations and procedures or subsequent changes to procedures.
 - Required trainings include but are not limited to:
 - Completing the Paperwork! Forms Training

DCES hired between 7/1/2017 – 6/30/2018 must complete the following trainings:

- Within thirty (30) days of the contract start date the DCES must complete the following:
 1. KEIS online data management system (TOTS)
 2. Provider Matrix
 3. Record Keeping and Confidentiality 2016-2018
 4. Assessment training on at least one (1) of the three (3) Cabinet-approved criterion-referenced assessment instruments (HELP, AEPS, Carolina).
 5. Ages and Stages III and Ages and Stages Social: Emotional
 6. Principles of Child Development

7. KEIS Policy Manual Training
- Within ninety (90) days of the contract start date the DCES must complete the following:
 1. Bayley Scales of Infant Development III
 2. Screening Tool for Autism in Toddlers & Young Children (STAT)
 3. The Autism Diagnostic Observation Schedule (ADOS)
 4. Record Review On-Site Training
- Any training required by the State Lead Agency pertaining to the implementation of new regulations and procedures or subsequent changes to procedures.
 - Required trainings include but are not limited to:
 - Completing the Paperwork! Forms Training

DCES hired prior to 7/1/2016 must complete the following trainings:

- Within thirty (30) days of the contract start date the DCES must complete the following:
 - Record Keeping and Confidentiality 2016-2018
- A minimum of six (6) hours of training related to the DCES role regarding evaluation and assessment practices (including IDEA child and family outcomes trainings) as approved by the State Lead Agency. This training is to be taken between 7/1/2016 and 6/30/2017.
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- Any training required by the State Lead Agency pertaining to the implementation of new regulations and procedures or subsequent changes to procedures.

Service Coordinators

Service Coordinators hired between 7/1/2016 – 6/30/2017 must complete the following trainings:

- Within thirty (30) days of the contract start date the service coordinator must complete the following:
 1. KEIS online data management system (TOTS)
 2. Provider Matrix
 3. Record Keeping and Confidentiality 2016-2018
 4. Routines-Based Interview (online and Face-to-Face)
 5. Principles of Child Development
 6. KEIS Policy Manual Training
- A minimum of six (6) hours of training related to service coordination (time management, organization, documentation, team facilitation, working with families, interviewing skills, etc) as approved by the State Lead Agency. This training is to be taken between 7/1/2017 and 6/30/2018.
- Any training required by the State Lead Agency pertaining to the implementation of new regulations and procedures or subsequent changes to procedures.
 - Required trainings include but are not limited to:
 - Completing the Paperwork! Forms Training

Service Coordinators hired between 7/1/2017 – 6/30/2018 must complete the following trainings:

- Within thirty (30) days of the contract start date the service coordinator must complete the following:
 1. KEIS online data management system (TOTS)
 2. Provider Matrix
 3. Record Keeping and Confidentiality 2016-2018
 4. Routines-Based Interview (online and Face-to-Face)
 5. Principles of Child Development
 6. KEIS Policy Manual Training
- Any training required by the State Lead Agency pertaining to the implementation of new regulations and procedures or subsequent changes to procedures.
 - Required trainings include but are not limited to:
 - Completing the Paperwork! Forms Training

Service Coordinators hired before 7/1/2016 must complete the following trainings:

- Within thirty (30) days of the contract start date the service coordinator must complete the following:
 - Record Keeping and Confidentiality 2016-2018
- A minimum of six (6) hours of training related to service coordination (time management, organization, documentation, team facilitation, working with families, interviewing skills, etc) as approved by the State Lead Agency. This training is to be taken between 7/1/2016 and 6/30/2017.
- A minimum of six (6) hours of training related to service coordination (time management, organization, documentation, team facilitation, working with families, interviewing skills, etc) as approved by the State Lead Agency. This training is to be taken between 7/1/2017 and 6/30/2018.
- Any training required by the State Lead Agency pertaining to the implementation of new regulations and procedures or subsequent changes to procedures.

Clerical Staff

Clerical Staff must complete the following trainings:

- Within thirty (30) days of the contract start date clerical staff must complete the following:
 1. Record Keeping and Confidentiality 2016-2018
- Any training required by the State Lead Agency pertaining to the implementation of new regulations and procedures or subsequent changes to procedures.

Timelines:

Ongoing trainings, including professional development directly tied to position within the POE must be completed annually.

Proof of successful completion for any and all trainings is to be kept in the individual employee's file. These documents are to be accessible to State Lead Agency upon request for verification and/or monitoring purposes and will be required for submission for contract renewal.

Training Modes:

Training may take several forms including face-to-face workshops, coaching, on-the-job training, work shadowing, structured reading, and on-line modules.

Information regarding any training mandated by the State Lead Agency will be disseminated and will include date, time, location and any cost associated with attendance. On-line modules will be utilized as much as possible to reduce staff travel time and cost.

Training Approval by the SLA:

Professional development specific to position within a POE must have approval, **prior to attendance**, from the State Lead Agency.

Procedures for requesting SLA approval:

- Submit course(training session) information via email to chfs.firststeps@ky.gov
- Indicate "Training Approval Request" in the subject line.
- Include all information about the training in question either in the body of the email or as an attachment.

The following information must be sent to the SLA via email or as an attachment to an email in order to be considered for approval. :

- Name of the participant(s)
- Discipline
- Course title
- Source (Copy of flyer, website, sponsoring agency)
- Registration information
- Detailed description of the course (agenda without descriptions of content for each topic is not acceptable.)
- Date

- Location
- Time
- Amount of credit to be earned (clock hours and/or C.E.U.'s)

Upon review, a member of the SLA TA team will respond to the request via email. This approval must be kept on file along with certificate/verification of completion.

Improvement of the POE is reliant on the skills and abilities of the staff. The training requirements described above ensure that the foundation of KEIS provides high quality services.